

FEDERAL LAW ENFORCEMENT TRAINING CENTER
DEPARTMENT OF THE TREASURY



FINANCIAL

FRAUD

INSTITUTE

Training ★ Technology ★ Vision

SYLLABUS

**Case Organization and Presentation
Training Program (COPTP)**

September 2000

CASE ORGANIZATION AND PRESENTATION TRAINING PROGRAM

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GENERAL INFORMATION

HISTORY AND PURPOSE OF THE CASE ORGANIZATION AND PRESENTATION TRAINING PROGRAM (COPTP)

The Financial Fraud Institute has been actively monitoring the development of computer hardware and software that can assist criminal investigators working complex fraud cases. Over the past few years, incredible strides have been made which allow the investigator to collect, store and retrieve information and evidence electronically. The same electronic data can be used to create informative charts for use in investigative team briefings or presentations to a prosecutor or jury.

More importantly, the gradual transformation of the courtroom from traditional to high-tech is changing the way cases are presented. The new "Computer Integrated Courtroom" allows attorneys to present their evidence quickly through the use of computer monitors. Key areas of a document or item can now be highlighted or enlarged for a more thorough and immediate review by the jury. Criminal Investigators must stay abreast of these changes in order to remain key players in the fight against crime.

In June 1994, the FFI conducted a Curriculum Development Conference to discuss these new concepts and to determine how to formalize a training program for field investigators. Although the interest level and need for such a program was extremely high, the computer hardware and software requirements made the program and the proposed concepts cost prohibitive. The FFI continued to monitor the necessary elements for this program, waiting for a time when costs would become more reasonable.

In March 1998, the pilot program for Case Organization and Presentation Training Program (COPTP) was offered. The basic concepts first presented during the CDC form the foundation of the program, however, proposed hardware and software programs have changed considerably. COPTP will continue to change and evolve with each offering based on computer technology trends. The goal of this program is to provide students with the ability to identify and select the case organizational tools best suited for their particular needs and to be able to present their findings effectively at trial.

PARTICIPATING AGENCIES

The following are the participating agencies at the Federal Law Enforcement Training Center (FLETC):

EXECUTIVE BRANCH

AGRICULTURE

Forest Service

COMMERCE

National Institute of Standards and Technology

National Marine Fisheries Service

Office of Security

Office of Export Enforcement

DEFENSE

Defense Protective Service

Naval Criminal Investigative Service

National Security Agency

HEALTH AND HUMAN SERVICES

Food and Drug Administration

National Institutes of Health

INTERIOR

Bureau of Indian Affairs

Bureau of Land Management

Bureau of Reclamation

National Park Service

Office of Surface Mining, Reclamation and Enforcement

U.S. Fish and Wildlife Service

JUSTICE

Bureau of Prisons

Drug Enforcement Administration

Immigration and Naturalization Service

U.S. Marshals Service

STATE

Bureau of Diplomatic Security

TRANSPORTATION

Federal Aviation Administration
U.S. Coast Guard

TREASURY

Bureau of Alcohol, Tobacco and Firearms
Bureau of Engraving and Printing
Financial Crimes Enforcement Network (FinCEN)
Internal Revenue Service
U.S. Customs Service
U.S. Mint
U.S. Secret Service

PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY

Inspector General Offices:

Agency for International Development
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health and Human Services
Department of Housing and Urban Development
Department of Interior
Department of Justice
Department of Labor
Department of State
Department of Transportation
Department of the Treasury
Environmental Protection Agency
Federal Deposit Insurance Corporation
Federal Emergency Management Agency
General Services Administration
Government Printing Office
National Aeronautics and Space Administration
Nuclear Regulatory Commission
Office of Personnel Management
Railroad Retirement Board
Resolution Trust Corporation
Small Business Administration
Social Security Administration

United States Information Agency
Veterans Administration

LEGISLATIVE BRANCH

CONGRESS

Government Printing Office
Library of Congress Police
U.S. Capital Police

JUDICIAL BRANCH

SUPREME COURT

Supreme Court Police

INDEPENDENT

AMTRAK

Northeast Corridor Police

CENTRAL INTELLIGENCE AGENCY

Office of Security

ENVIRONMENTAL PROTECTION AGENCY

Office of Criminal Investigations

FEDERAL EMERGENCY MANAGEMENT AGENCY

Security Division

GENERAL SERVICES ADMINISTRATION

Office of Federal Protective Service

SMITHSONIAN

National Zoological Park
Office of Protection Service

TENNESSEE VALLEY AUTHORITY

Office of the Inspector General
Public Safety Service

U.S. POSTAL SERVICE

Postal Inspection Service - Postal Police

ADMINISTRATION

Applications should contact the Federal Law Enforcement Training Center (FLETC), Scheduling and Allocation Division at (912) 267-4121 for enrollment information. Upon acceptance into a program, a confirmation letter with details on housing, transportation, and schedules will be mailed to the participant.

All training participants will report to the assigned classroom by 7:30 a.m. on the first day of training and should check in at the FLETC Registration office the previous evening. The FLETC reserves the right to deny participation to anyone with an unexcused late arrival.

Length of Program

The COPTP is a five (5) day program. It begins on Monday and ends on Friday morning of the same week.

Standard Daily Schedule

Morning Session	7:30 a.m. - 11:30 a.m.
Lunch	11:30 a.m. - 12:30 a.m.
Afternoon Session	12:30 a.m. - 4:30 p.m.

Classes are about 50 minutes in length with breaks scheduled according to subject matter being presented and the status of the instructional practical exercise or lab activity.

On the last day of scheduled training, the program will conclude at approximately 10:30 a.m.

Program Cost

Fees cover all costs including room, board, materials and supplies. Participants are responsible for their own transportation expenses to FLETC. Since costs vary from year to year, the participant fee for programs is listed in the annual schedule of classes.

Location

All training is conducted at the FLETC, Glynco, Georgia, an interagency training facility located 6 miles north of Brunswick, Georgia and approximately 75 miles equidistant between Savannah, Georgia and Jacksonville, Florida. It is located near the beach resorts of St. Simons Island, Sea Island and Jekyll Island, Georgia. The climate is moderate and lends itself to year-round outdoor training.

Qualifications for Attendance

The FLETC Board of Directors has determined that this training program is available to participating Federal organizations actively involved in the investigation of complex criminal cases. Other Federal or state and local agencies may attend on a space available basis. The participant needs to have basic computer skills prior to enrolling in this program.

Student Evaluation

Students will be evaluated by performing hands-on laboratory exercises in pertinent courses of instruction. Curriculum and course critiques will be solicited from the students for all segments of the program.

Additional Information

Additional information concerning the Case Organization and Presentation Training Program (COPTP) may be obtained by contacting:

Federal Applicants:

COPTP Coordinator
Federal Law Enforcement Training Center
Financial Fraud Institute
Glynco, Georgia 31524
912/267-2314

State/Local Applicants:

Office of State/Local Training
Federal Law Enforcement Training Center
Glynco, Georgia 31524
912/267-2345 or 800/743-5382

CASE ORGANIZATION AND PRESENTATION TRAINING PROGRAM

PROGRAM SUMMARY

Course Descriptions and Objectives

Responsibility for the supervision and delivery of course material to students at the Federal Law Enforcement Training Center rests with the Office of Special Training which is responsible for overall program development and oversight, as well as course development and delivery. The Office of Special Training is comprised of four instructional divisions as follows: Financial Fraud Institute, Driver and Marine, Physical Techniques, and Firearms.

In the COPTP, the FFI instructional staff and a small number of guest instructors from other government agencies or private corporations provide for course instruction.

The course descriptions and objectives listed herein are presented in this format: course title, length and method of presentation, description and objectives. The length of the courses is presented in hour and minute notations. The primary methods of presentation are listed with the following formats:

Lecture/Classroom - a training situation, indoors or outdoors, in which instructional material is being presented by an instructor.

Laboratory - a training situation, indoors or outdoors, in which students are practicing skills under the guidance of an instructor.

Practical Exercise - a training situation, indoors or outdoors, in which students, under supervision/evaluation of an instructor(s), are participating in a law enforcement related scenario or performing a law enforcement related skill which will be graded.

COURSE TITLE: Document Management System: Low-Tech Solution

COURSE NUMBER: 3483.08

LENGTH AND METHOD OF PRESENTATION:

<u>Lecture/Classroom</u> (COPTP)	<u>Laboratory</u> 4:00	<u>Practical Exercise</u> 4:00	<u>Total</u> 8:00
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DESCRIPTION:

For years, investigators have struggled with the process of storing, organizing and analyzing case related documents during a complex investigation. The Low Tech Solution will focus on the development of a simple, inexpensive document management process using basic organizational concepts and a simple electronic spreadsheet program to track key documents during the investigation and prosecution of a case.

TERMINAL PERFORMANCE OBJECTIVE:

Given a case scenario, the student will be able to develop a low tech document management process using an electronic spreadsheet that will enable the investigator to organize, retrieve and analyze relevant documents as delineated during the course of instruction.

INTERIM PERFORMANCE OBJECTIVES:

1. Discuss three functions of a Document Management System.
2. Identify software programs that can be used to electronically organize and retrieve investigative information.
3. Identify features of the Excel spreadsheet program.
4. Discuss electronic spreadsheet techniques for organizing and retrieving investigative information.
5. Demonstrate electronic spreadsheet techniques that enable the investigator to analyze investigative information.
6. Identify features of an indexing program.

METHOD OF EVALUATION: Completion of course

COURSE TITLE: Document Management System: High-Tech Solution

COURSE NUMBER: 3482.08

LENGTH AND METHOD OF PRESENTATION:

<u>Lecture/Classroom</u>	<u>Laboratory</u>	<u>Practical Exercise</u>	<u>Total</u>
(COPTP) 4:00	4:00		8:00

DESCRIPTION:

The High Tech Solution refers to the use of an “Electronic Document Management System” (EDMS), a process that enables the user to convert key information to electronic data for easier storage and retrieval. This course will provide an overview of low cost and “turn-key” systems. The students will then take a “hands-on” approach to learning the imaging process along with an actual application of the process to a criminal investigation being discussed.

TERMINAL PERFORMANCE OBJECTIVE:

Based upon agency resources and funding, the student will be able to identify the best EDMS for handling their own investigative data, as delineated during this course of instruction.

INTERIM PERFORMANCE OBJECTIVES:

1. Define the term “Electronic Document Management System” (EDMS).
2. Discuss the application of a “turn-key” EDMS to a criminal investigation.
3. Describe the features of a “turn-key” EDMS
4. Discuss issues to consider when selecting a EDMS vendor.
5. Identify the components of a low cost EDMS.
6. Demonstrate the features of a low cost EDMS.

SPECIAL REQUIREMENTS: None.

METHOD OF EVALUATION: Completion of course.

COURSE TITLE: The Visual Edge: The Key to Understanding and Presenting a Massive Document Case

COURSE NUMBER: 3486.14

LENGTH AND METHOD OF PRESENTATION:

<u>Lecture/Classroom</u> (COPTP)	<u>Laboratory</u>	<u>Practical Exercise</u>	<u>Total</u>
6:00	8:00		14:00

DESCRIPTION:

Studies have shown that most individuals retain more information from what they've seen than from what they've heard. As the saying goes, "a picture is worth a thousand words." Why just *tell* the prosecutor or jury about the details of your complex investigation when you can *show* them what transpired through creative illustrations. This course will introduce the student to visual presentation techniques ranging from the creation of effective flow charts and graphs to impressive presentation graphic programs.

TERMINAL PERFORMANCE OBJECTIVE:

Given a case scenario, the student will be able to generate a visual presentation illustrating major areas of the investigation, as delineated during the course of instruction.

INTERIM PERFORMANCE OBJECTIVES:

1. Describe an effective case presentation from a prosecutor's point of view.
2. Identify major aspects of a complex investigation that will need to be described during the investigative and prosecutive process.
3. Identify types of flow charts that will graphically illustrate major aspects of a complex investigation.
4. Identify features of the MS Office PowerPoint program that will enable the user to create and enhance visual presentations.
5. Produce a visual case presentation using computer graphic software.

6. Discuss available analytical software that can be used to produce charts relevant to a complex investigation.

SPECIAL REQUIREMENTS: None.

METHOD OF EVALUATION: Completion of the course.

COURSE TITLE: The Computer Integrated Courtroom

COURSE NUMBER: 3487.02

LENGTH AND METHOD OF PRESENTATION:

<u>Lecture/Classroom</u>	<u>Laboratory</u>	<u>Practical Exercise</u>	<u>Total</u>
(COPTP) 2:00			2:00

DESCRIPTION:

Some historians might conclude that the most significant change to the courtroom during the 20th century occurred in 1911 when the stenographic machine was first introduced. However, with only a few years to go before the new millennium, modern technology has finally reached this sacred chamber, changing long held traditions with the simple stroke of a keyboard. Through the use of computers, the Computer Integrated Courtroom (CIC) links the judge, the jury, and legal counsel together to allow for a more timely and effective presentation of the evidence. The age of the "paperless trial" has emerged, enabling attorneys to present complex cases without the physical production of bulky exhibits and countless numbers of documents. This course is designed to provide the student with an overview of new courtroom technology and the impact it will have on the prosecutive team.

TERMINAL PERFORMANCE OBJECTIVE:

Given a case that is to be presented in a Computer Integrated Courtroom, the student will be able to successfully present electronic evidence to a jury using the equipment discussed and as delineated in this course of instruction.

INTERIM PERFORMANCE OBJECTIVES:

1. Identify the electronic components found in a CIC.
2. Discuss the concept of a "paperless trial."
3. Describe the impact of demonstrative evidence on a jury.

SPECIAL REQUIREMENTS: None.

METHOD OF EVALUATION: Completion of course.

CASE ORGANIZATION AND PRESENTATION TRAINING PROGRAM

COURSE INFORMATION PROGRAM OF INSTRUCTION

COURSE

HOURS OF INSTRUCTION

	Lecture	Laboratory	Practical Exercise	Total
Document Management System-Low Tech Solution	4:00	4:00		8:00
Document Management System-High Tech Solution	4:00	4:00		8:00
The Visual Edge	6:00	8:00		14:00
The Computer Integrated Courtroom	2:00			2:00
SUBTOTAL	16:00	16:00		32:00
Administrative Time:				
Introduction/Orientation	2:00			
Graduation/Critiques	1:00			
SUBTOTAL				3:00
TOTAL PROGRAM LENGTH:				35:00

FEDERAL LAW ENFORCEMENT TRAINING CENTER
CASE ORGANIZATION AND PRESENTATION TRAINING PROGRAM (COPTP)
 MASTER SCHEDULE

Room:	Monday	Tuesday	Wednesday	Thursday	Coordinator: Mr. Lewis Friday
7:30 - 8:30	Orientation to COPTP <i>FFI Staff</i>	Document Mgt: Case Study <i>Guest</i>	Document Mgt: Low-Tech Solutions (Cont'd)	Document Mgt: The Visual Edge (Cont'd)	Computer Integrated Courtroom <